

Office and filing books

The Ronald Press Company

Book Publishers

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THIRD EDITION—for greater accuracy, speed, economy in—

FILING AND RECORDS MANAGEMENT



THIS UP-TO-THE-MINUTE SOURCEBOOK offers tested procedures for improving filing efficiency in offices of every type and size. Clarifying each step in the installation and maintenance of a records-keeping system, it shows how to perform operations that will meet the most exacting standards of business and industry.

BERTHA M. WEEKS,
formerly President,
Record Controls, Inc.

Sound techniques keyed to all filing problems . . .

Thorough and to-the-point, the book spells out basic principles that get to the heart of any filing problem. Specific guidelines are supplied for tailoring a records system to any given situation. Authoritative answers are instantly available in such critical areas as—

choosing equipment that will cut down on labor needs

streamlining operations through space economy

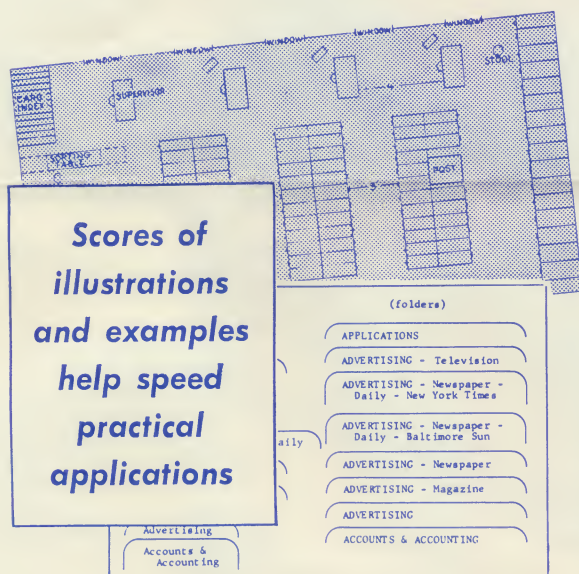
selecting competent personnel . . . fitting them to the right job

analyzing and reducing filing costs

Throughout, the needs of each individual department are considered in the light of the demands made by modern office management.

The wide range of working assistance reflects the author's extensive and varied experience in studying the records problems of many businesses, reorganizing filing systems and getting them to operate smoothly, and in training filing personnel. To those who plan and direct filing operations, the book offers a choice of the best and most successful practices in use today.

See complete outline of contents on reverse . . .



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CONTENTS: Modern Records Organized for Use . . . Indexing and Alphabetic Card Files . . . How to Set Up the Correspondence File . . . Routines in Preparing Papers for File . . . Rules for Alphabetizing; Phonetic Filing . . . Geographic Methods of Filing . . . Record Controls . . . Transfer and Final Disposition of Records . . . Protection of Records . . . Numeric Files . . . How to Set Up a Subject File . . . Filing Printed Matter . . . Department Records and Government Files . . . Central and Department Files . . . Layout of a Records Room . . . Planning a Card Form . . . Automation . . . Equipment and Supplies . . . Analyzing Files; Standards; Cost-Cutting Techniques . . . Personnel . . . Files in Special Kinds of Offices . . . Glossary . . . Bibliography

BERTHA M. WEEKS is a recognized authority on filing operations and records management. Consultant to many large firms, she served for over twenty-five years as President of Record Controls, Inc., in Chicago. Miss Weeks' writings include numerous articles for magazines in the business field. She also contributed material on filing and records control to the OFFICE MANAGEMENT HANDBOOK, Second Edition (The Ronald Press Company).

- 290 pages
- Illustrated
- Third Edition, 1964



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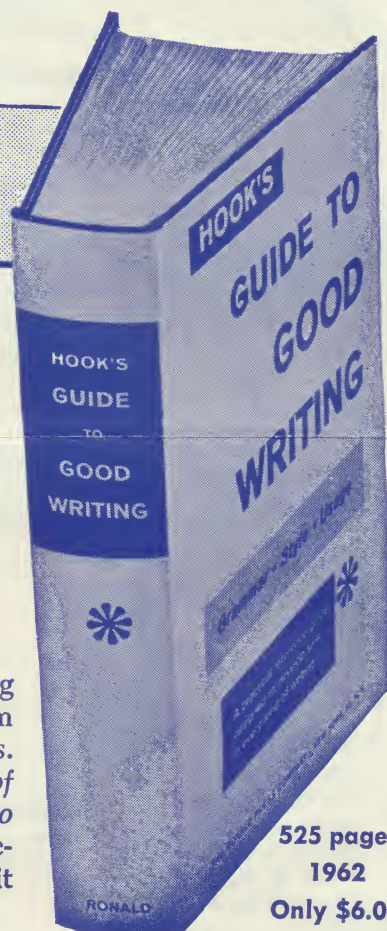
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For an idea of the book's approach, see sample page —→

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HOOK'S GUIDE TO GOOD WRITING

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SAMPLE PAGE
(reduced 50%)
illustrates book's
treatment of
typical
articles

English, *bunch* re-
that grow to-
that can be fas-
s. In colloquial
refer to a small
ople, or jobs, or

and word with refer-
in bed, but colloquial for
any other bed or, as a verb, "to *bunk*
here for the night." Slang as a short-
ened form of *buncombe*, meaning non-
sense: "That's *bunk!*"

Burden. A *refrain.

Burgle. SEE *back formation

Burlesque. In literature *burlesque* has a meaning quite different from that associated with Striptease Alley. Derived from Italian *burla*, meaning "ridicule," a literary burlesque is one that treats a serious subject comically, or, more rarely, treats a humble subject grandiosely to cause laughter. *Don Quixote* was intended as a burlesque of heroic stories of knightly adventure. Henry Fielding's *Joseph Andrews* began as a burlesque of Samuel Richardson's popular novel *Pamela*. *The Rehearsal*, a Restoration burlesque, parodied passages from heroic tragedies.

The writer of burlesque needs the ability to see the man under the clothes, the sham in the pompous, the air in the inflated. His subjects are all about him: in the political oration, the television program, the bridge party, the faculty meeting, and the convention. He exaggerates constantly, but in each exaggeration the informed reader recognizes the kernel of truth and perhaps either laughs or grows indignant if he sees himself or his pet beliefs being exposed to ridicule.

SEE ALSO *caricature; *lampoon;
*parody; *travesty

Burns stanza. Robert Burns often used an old French stanza form, aaabab (SEE *rhyme scheme). English miracle plays of the late Middle Ages had used the same form. In the hands of a lesser poet, the jerkiness of the two short lines might have created an insuperable obstacle, but Burns generally succeeded with it, as in "To a Mouse" and "To a Mountain Daisy."

Burst. Past tense and past participle: *burst*. *Bursted* is substandard. "The balloon *burst* when I touched it." "The balloon has *burst*." SEE ALSO *bust

Business letters. Semester-long or year-long college courses are devoted to business letter writing, and fat books have been written about the subject. The purpose of this article is to provide in condensed form the most needed information.

1. **Stationery.** Plain white stationery or letterhead stationery is most suitable for business correspondence, although colors are sometimes used, especially in sales letters. Twenty-pound weight is widely employed; sixteen is a bit flimsy; twenty-four makes a good impression but results in somewhat fainter carbons. Paper with high rag content is more expensive, but is sturdier and more impressive than the wood pulp or wood fiber grades. Second sheets (for long letters) should be of identical quality but should not carry the letterhead.

The usual page size is $8\frac{1}{2} \times 11$ although $7\frac{1}{2} \times 10\frac{1}{2}$, $7\frac{1}{4} \times 11$, 7×10 is fairly frequent. For long letters, the $5\frac{1}{2} \times 8\frac{1}{2}$ (baron) size is fair, but causes trouble in filing.

Copy printed on a letterhead

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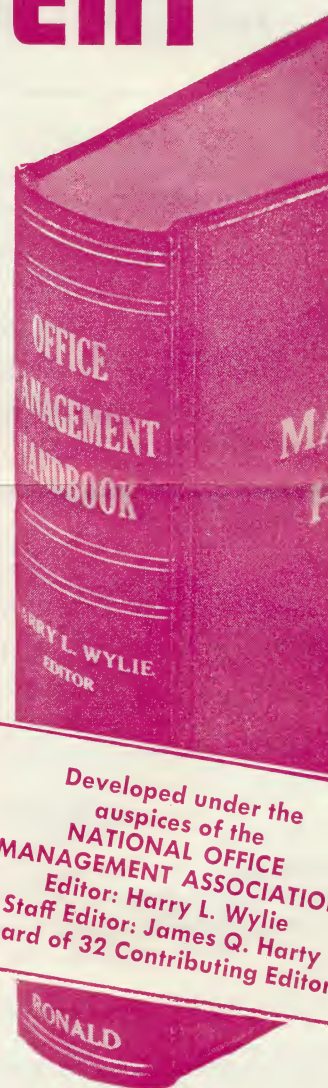
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(See partial contents on reverse...)



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21 Big Sections

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PERSONNEL DEVELOPMENT

SUPERVISION

SALARY ADMINISTRATION

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2	All green applications		2	All green applications
3	Control strip typed for		3	Control strip typed for
4	M.I.B. search ticket		4	M.I.B. search ticket
5	Case jacket typed		5	Case jacket typed
6	Search tickets sent		6	Search tickets sent
7	Agent's statement ch		7	Agent's statement ch
8	Entrie made on Contr.		8	Entrie made on Contr.
9	Case placed in Supp		9	Case placed in Supp
10	and M.I.B. Search.		10	and M.I.B. Search.
11	Control Slip placed		11	Control Slip placed

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10	30	92	94	97
		88	92	96
		89	93	96

